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ER 4-0012

8 May 1953

MEMORANDUM FOR: Comptroller  
Att: Chief, Organization & Methods Service  
Chief, Logistics Office  
Assistant Director (Personnel)

SUBJECT : Functions of Central Processing Branch, Personnel Office, and Passenger Movement Branch, Logistics Office.

REFERENCES : a. Memo dated 21 Apr 53 to DD/A fr Mgmt Off, sub: "Passenger Transportation Functions of the Personnel Office and Logistics Office."  
b. Memo dated 24 Apr 53 to ADD/A fr Pers Dir, sub: "O&M Service Staff Study, 21 Apr 53, sub: 'Passenger Transportation Functions of the Personnel Office and Logistics Office.'"  
c. Memo for the Record dated 15 Apr 53 fr D. [REDACTED] same subject.

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1. Reference a. is disapproved because it is inconsistent with the agreements which I thought were reached and understood at our meeting on 15 April 1953 to discuss this subject.

2. Reference a. is a Memorandum for the Record which, I believe, accurately reflects the agreements reached at this meeting.

3. The Chief, Organization and Methods Service, in consultation with the Assistant Director (Personnel) and the Chief, Logistics Office, is requested to make immediate arrangements to implement the agreements outlined in reference a. and to advise this office not later than 20 May 1953 of the details of the arrangements.

/s/

L. K. WHITE  
Assistant Deputy Director  
(Administration)

3 Att:  
Att 1 - Ref. a.  
Att 2 - Ref. b.  
Att 3 - Ref. c.

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MEMORANDUM FOR: Mr. Wilfred L. Peel

SUBJECT: Central Processing.

1. Reference our conference this morning concerning implementation of the A-DD/A's memorandum dated 8 May 1953 (ER-4-0012).

2. The Personnel Office feels that the following assignments of responsibility to it, insofar as transportation functions are concerned, will meet the objectives stated in referenced memorandum:

a. Personal Itineraries:

CPB to arrange with the traveller, and, after arrangement, to actually make the reservations with the appropriate carrier. Pick up tickets. CPB to determine contacts with carriers who should be cleared for continuing use and arrange with Security Office for clearances.

b. Unaccompanied Personal Baggage:

CPB will brief traveller on all details of shipping such baggage, including obtaining from PMB an appropriate identity number for the shipment and the bill(s) of lading necessary to effectuate the shipment. Technical guidance will be furnished CPB by PMB.

c. Household Effects:

CPB will brief traveller on all details of delivering household effects to a packer. Contracts with and clearances of individual packers will be the responsibility of the Logistics Office. Once household goods have been delivered to a packer, and PMB notified thereof by the CPB, the responsibility for the expeditious movement of the household goods will be that of the PMB.

d. Automobiles:

CPB will brief the traveller on all details of delivery of automobiles to the port of embarkation, including the furnishing of necessary tags and other forms which will be obtained by CPB and PMB. Once the automobile has been delivered to the port, and PMB notified thereof by the CPB, the responsibility for the expeditious movement of the automobile will be that of the PMB.

e. Passports, Visas, & AGO Cards:

CPB will brief traveller on all details of obtaining these items, including assisting in executing forms of applications, etc. CPB will be responsible for pick-up and delivery messenger service for these items.

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f. Dependents:

(1) Those in Washington, D.C. Area.

CPB will call in for interview and processing in accordance with above.

(2) Those outside the Washington, D.C. Area.

CPB will call in for interview and processing all adult dependents in accordance with above. (This is a departure from present operations whereby processing of such dependents is handled by PMB generally by mail.


g. Estimated Time of Arrival Cables:

CPB will prepare ETA cables and deliver to the Foreign Division concerned for release.

3. Performance of the above described functions is to be by personnel on the T/O of the CPB. The present PMB messenger would have to be transferred to the Personnel Office. ETA cable preparation will also require additional help. Assumption of the reservation function will require additional personnel but this office is in no position to estimate the exact number required at this time. This decision should be based upon PMB's estimate of the workload.

4. We would like to observe that none of the discussions we have had have touched upon the complete covert transportation functions which involve the handling of staff agents and similar categories of covert personnel. These functions have been and are now being performed by members of the CPB. It is assumed that such arrangement will continue in effect.

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Assistant Director ((Personnel))

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Functions Proposed to  
be Performed by CPB

Functions Remaining to  
be performed by PMB

Comments

#### A. Personal Itineraries

Prepare itinerary  
Make reservations  
Pick up tickets

Arrange payment to carrier  
by T/R or other means

Certify on carrier's bill that  
service was authorized and  
services were rendered

This will require a form  
or other notice from CP  
to PM showing full infor-  
mation as to itinerary,  
carrier with which reser-  
vations were made and  
travel authorization.

#### B. Unaccompanied Personal Baggage

Brief traveler.  
Secure identity number  
from PMB

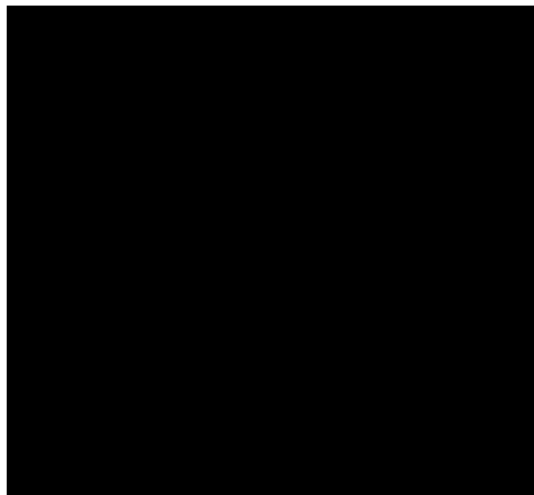
Assign identity number.  
Either furnish blank B/L or  
completed B/L

If completed B/L is to  
be furnished to CPB then  
a form will be required  
showing the necessary  
information to enable PMB  
to fill out the B/L.

#### C. Household Effects

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Brief traveler.  
Select packer  
Advise PMB of delivery  
of effects to packer and  
packer's name.  
Prepare ETA cable



This will require a notice  
form to be prepared by  
CPB to PMB containing all  
information necessary to  
issue written instructions  
to the packer and carrier.  
Will also require a form  
or memo from PMB to CPB  
containing information  
necessary for CPB to pre-  
pare cables.

#### D. Automobiles

Brief traveler  
Furnish tags and other  
forms which will be ob-  
tained from PMB.  
Notify PMB of delivery  
of auto to port.

It will be necessary for CPB  
to notify PMB as soon as auto  
is ready to move and before it  
gets to the port so that PMB  
can arrange, when required,  
transportation to the port,  
booking with carrier, receipt  
of auto and necessary process-  
ing prior to delivery to  
carrier.  
Certify related invoices and  
carrier's bills.

Again, notice forms will  
be required from CPB to  
PMB containing all infor-  
mation necessary to issue  
written instructions to the  
packer (if required) and to  
carriers.

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Functions Proposed to be Performed by CPB	Functions Remaining to be Performed by PMB	Comments
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**E. Passports, Visas, and AGO Cards**

CPB will handle all of this.

No Comment.

**F. Dependents**

CPB intends to call in for interview all dependents either in Washington Area or outside that area.

At present PMB is handling dependents outside the Washington Area by means of form letters that are serving the purpose satisfactorily. The proposal to have adult dependents travel to Washington Area for briefing will involve a considerable travel expense. Round trip fares between Washington and the points listed below are shown as an indication of the extra expense involved. In addition Per Diem of \$9.00 per day.

Chicago - Washing-	Rail & Berth -	\$ 94.47
ton	Air	82.67
New Orleans - Washington,	Rail & Berth -	\$116.96
	Air	132.38
New York - Washington,	Rail & Berth -	\$ 32.73
	Air	31.51
San Francisco - Washington,	Rail & Berth -	\$159.18
	Air	171.75

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Transportation Officers  
and/or Clerks



To handle return transportation of employees,  
their dependents and effects.

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Clerical Assistance and  
Stenors

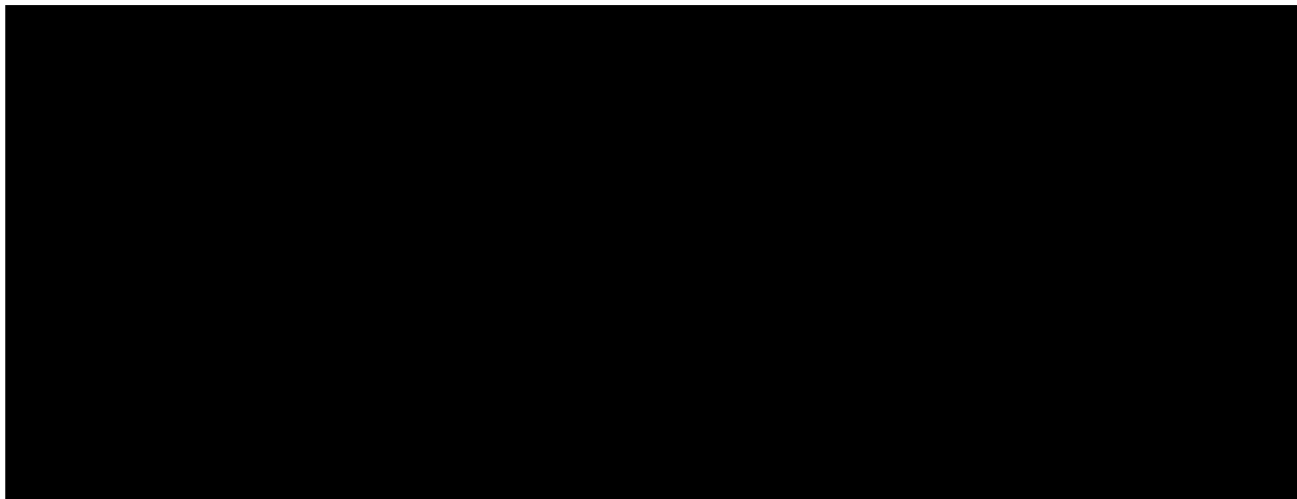
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Note applicable to CPB proposed travel section:

It is realized that the combining of the interviewing and reservation functions will result in a savings of time but this saving is expected to be nullified by additional work involved in the exchange of forms between CPB and PMB and indicated by Enclosure #3.

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Workload Data in Support of Estimated PMB T/O:



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Outline of Processing Procedure for Travel  
as proposed by O&N Survey of 21 April 1953

1. Traveler reports to Central Processing Branch.
2. Check list is prepared. This accompanies traveler throughout his processing.
3. Traveler is directed to Personnel Desk where attention is given such items as:
  - Birth documentation
  - Passport Application
  - Passport pictures
  - Request for AGO card
  - Selective Service information
  - Etc.
4. Traveler is directed to Travel Desk (actually the Passenger Movement Branch) where:
  - a. A transportation officer is assigned to handle his case.
  - b. He is briefed.
  - c. An itinerary is prepared.
  - d. Carrier is contacted for reservations. If reservation cannot be completed immediately, the transportation officer moves on to the next step and,
  - e. Discusses shipment of effects and auto and secures information necessary for handling such shipments at proper time.

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- f. Discusses travel of dependents (assuming that they do not travel with the employee) and secures information necessary for arranging dependents travel at the proper time.

NOTE: After the traveler leaves the Travel Desk, the Transportation Officer assigned to handle this case may complete the reservation work while other transportation officers are taking care of succeeding travelers. At the proper time, his personal effects, auto, and dependents will be handled by or in close cooperation with the transportation officer who originally interviewed him. When bills are received for the various transportation services furnished the traveler, they can be promptly verified by checking against documents prepared in the course of the actual processing rather than with information from other sources not under the control of the Transportation Division. The full time of all transportation personnel can be utilized in one phase or another of the total transportation job even though at any given time there may be no travelers to interview.

5. Traveler is directed to Medical Desk for:

Briefing

Arranging for shots

Etc.

6. Traveler is directed to Finance Desk for:

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Pay and Allowances

ETC.

7. Traveler surrenders check list and leaves Central Processing Branch.

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